

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK**

Fernando Galindo
Clerk of Court

**Walter E. Hoffman U.S. Courthouse
600 Granby Street, Room 193B
Norfolk, Virginia 23510**

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TO ALL COUNSEL:

PROCEDURE FOR CIVIL MOTIONS

This case has been assigned to United States District Judge Raymond A. Jackson. All requirements of Local Rule 7 must be strictly followed. If briefs and exhibits exceed fifty (50) pages, courtesy copies of briefs shall be provided to Chambers. After all briefs are filed, counsel for the moving party must confer with opposing counsel and advise the Court by letter when a ruling or determination by submission is desired. See Local Rule 26 for discovery motion procedures. Unless otherwise directed by Judge Jackson, all discovery issues shall be directed to the Magistrate Judge assigned to the civil action.

Requests for ruling or determination without oral argument must be addressed to the Civil Docket Section, Clerk's Office, U.S. District Court, Room 193-B, 600 Granby Street, Norfolk, VA 23510.

Request for oral argument must be communicated to Mrs. Patrice Thompson, Courtroom Deputy for Judge Jackson, 757/222-7218 or, in her absence, to Ms. Sharon Cason, Judicial Administrator and Assistant to Judge Jackson, 757/222-7003. The Court in its discretion may rule on a motion without an oral hearing. (FRCP78)

The motions described on the reverse of this notice are automatically referred to Judge Jackson for decision by the Civil Docket Section promptly after receipt of the rebuttal brief (absent a request for hearing).

**ALL COURT PAPERS are to be filed only with the Civil Docket Section of the U.S.
District Court (Room 193-B).**

FERNANDO GALINDO, CLERK

MOTIONS TO BE DETERMINED
WITHOUT ORAL ARGUMENT

I. GENERAL

- A. The motions listed in II below will automatically be referred for decision to Judge Jackson.
- B. Other motions are referred for decision when:
 - 1. Directed by the initial pretrial or Rule 16(b) conference order.
 - 2. Directed by the Court.
 - 3. Requested by counsel.

II. THE FOLLOWING MOTIONS ARE REFERRED FOR DECISION BEFORE INITIAL PRETRIAL CONFERENCE:

- A. **WITHOUT EXCEPTION - whether answer filed or not - UNLESS deadline for initial pretrial conference (Rule 16, FRCP) is approaching:**
 - 1. For change of venue to another court or divisional office of this court.
 - 2. To stay and/or for arbitration.
 - 3. To remand to state court.
 - 4. To join necessary party(ies). Rule 19, FRCP.
- B. **WITH EXCEPTION - unless an answer is also filed by every defendant and/or unless the deadline for initial pretrial conference is approaching:**
 - 1. Rule 12 motions to dismiss for:
 - a. Insufficiency of process of service (motion to quash).
 - b. For failure to state a claim upon which relief may be granted.
 - c. More definite statement.
 - d. Lack of jurisdiction.